



Richard E. Constable, III  
Chairman

Anthony L. Marchetta  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**JOB TITLE:** Tax Credit Program Administrator  
**RANGE:** ( 11)  
**DIVISION:** Tax Credit Services  
**FL STATUS:** Exempt ☒ Non-Exempt ☐  
**UNION STATUS:** Professional Unit ☒ Administrative Unit ☐ Non-Union ☐  
**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

**ISSUE DATE:** 09/20/2012  
**REPOSTED DATE:** 4/22/14  
**CLOSING DATE:** 6/2/14

### **JOB DESCRIPTION:**

Under general supervision, assist in strategic planning for allocations and compliance; conduct research related to Low Income Housing Tax Credits (LIHTC), Section 42 of the Internal Revenue Code and other Federal programs administered by the Division and analyze affect on current processes and compliance; provide training on program requirements; participate in presentations at Low Income Housing Tax Credits conferences and seminars; review and process Low Income Housing Tax Credit (LIHTC) applications to award tax credits and complete all required paperwork; and complete special projects as required.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION / EXPERIENCE:**

Four (4) year college degree; five (5) years of relevant experience in housing finance, accounting or tax credit syndications; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

#### **SKILLS:**

Knowledge of various computer systems and programs, including Mitas; knowledge of Federal, State and local housing programs; knowledge of HMFA statutes, regulations and underwriting criteria; ability to assist in training TC system users on how-to processes; ability to document software problems and recommend solutions; perform and analyze financial calculations; analyze income and expense budgets; ability to communicate effectively; ability to maintain a positive work atmosphere that ensures cooperation and effective communication with customers, clients, peer and management.

#### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: [hrjobs@njhmfa.state.nj.us](mailto:hrjobs@njhmfa.state.nj.us) THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**